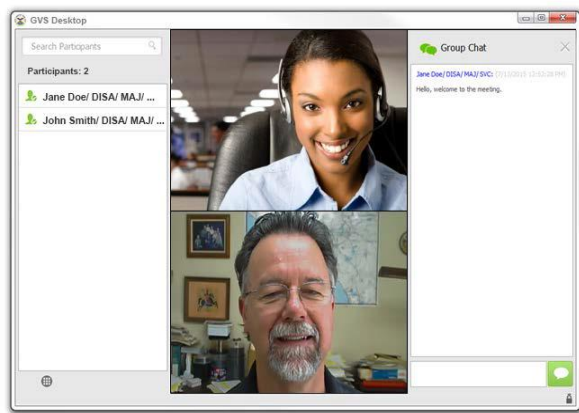


## Introduction

Welcome to Global Video Services. The age of high quality video teleconferencing and person-to-person calling has arrived to the desktop; providing support for the warfighter in the field, command and control centers, situational awareness teams, remote training, medical teams, or just staying in touch with loved ones.

The **GVS Video Desktop** is a software application that turns Windows, Mac and Linux based laptops and desktops, into personal endpoints. The video desktop features personal layout, “any participant” content sharing, and the ability to call another user, or join a conference with the click of a button.

The DISA Global Video Services (GVS) provides users worldwide VTC functionality from the desktop on both SIPR and NIPR enclaves. You will need to have an account for both and the GVS Vidyo Desktop client installed along with a **functional microphone/headset or speakers as well as a webcam**. This Trifold provides instructions to help you set up and operate the GVS service.



## GVS QUICK START USER GUIDE

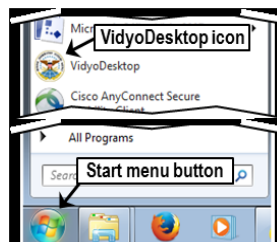
### Signing Into GVS

1. Prior to using the GVS desktop client, you will be required to create new user accounts.
2. Create your accounts by completing the online form. Once submitted, you will receive an account approval e-mail. You can then access GVS via the Vidyo Desktop client. But first to register online, go to:

<https://gvs.mil/gvs-web>  
<https://gvs.smil.mil/gvs-web>

UNCLASSIFIED  
SECRET

To use GVS, launch the GVS application by opening the desktop client (Vidyo Desktop) on your local computer.



### Opening the GVS Desktop Application

1. Click the Windows Start Menu at the bottom left of your desktop. Select ‘All programs’ and scroll down to the bottom and double click the **Vidyo Desktop** icon.

**Note:** It may take up to one minute for the **Vidyo Desktop** client to open for first time users.

### Login into GVS

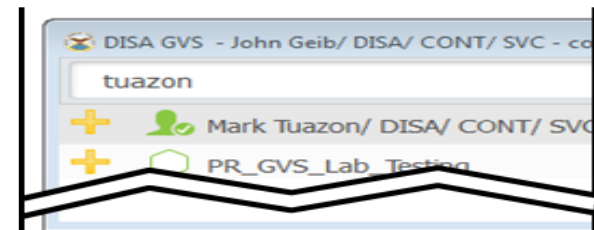
2. Once you see the GVS login portal. You will need to type in the portal address <https://connect.gvs.mil> for NIPR or <https://connect.gvs.smil.mil> for SIPR.



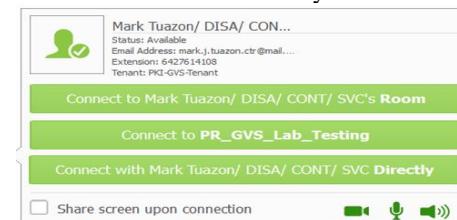
**Log in;** ensure you select your CAC email certificates.

### Connecting with Other Users/Rooms

Your new virtual room appears once you “Accept” the authorized use acknowledgement. Enter the first few letters of the last name of the person you would like to connect with, or the first few letters of the name of the “Public Room” (**PR\_**) you want to enter. **Example:**



You can choose to permanently add a user or PR to your contacts by clicking the (+) to the left of their name. Clicking on a user will show connectivity status options for the user or room. Click your desired option.

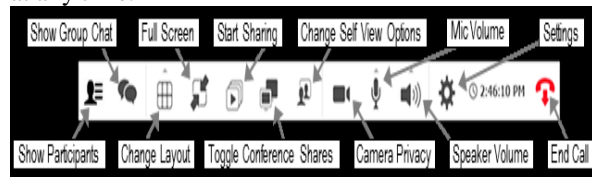


### Viewing and Configuration

Once connected, you can control your VTC using the icons at the bottom of your video display. Many options pertaining to display, component adjustments, layout, and other factors are available from various submenus. **(Simply hover mouse over video window)**

- ☐ **Show Participants:** Displays list of conference participants.
- ☐ **Show Group Chat:** Displays text of ongoing chats.
- ☐ **Change Layout:** Designate how many participants to view.
- ☐ **Full Screen:** Toggle between normal and full screen views.
- ☐ **Start Sharing:** Display material from your windows desktop.
- ☐ **Toggle Conference Shares:** Switch between shared items.
- ☐ **Change Self View Options:** View or adjust your own video display.
- ☐ **Camera Privacy:** Block or unblock the display of your own room.

- ☐ **Mic Volume:** Mute/unmute your microphone and control its volume.
- ☐ **Speaker Volume:** Mute/unmute your speaker and control its volume.
- ☐ **End Call:** Disconnect from your ongoing video call at any time.



The gear icon next to the appointment icon launches the Settings sub menu where you can configure your client.



**Status:** Shows your conference status.

**Network:** Shows current network settings.

**Devices:** Allows you to select which devices (Microphones, Speakers, and Camera) to use.

**Video:** Shows different levels of video; stay with the default 'Best Quality'.

**Options:** You may change your language, your ringing device and several configuration choices.

**About:** Provides users version of GVS software.

### Web Site Application Menu Options

Options for scheduling, site setup and modification, can be accessed from the GVS web site, located at <https://gvs.mil/gvs-web> for NIPR, or <https://gvs.smil.mil/gvs-web> for SIPR.

For immediate assistance with scheduling, user account creation or GVS troubleshooting contact:

**Edwin Maldonado Jr**  
**SOUTHCOM GVS SME**

[edwin.j.maldonado.ctr@mail.mil](mailto:edwin.j.maldonado.ctr@mail.mil)

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## Global Video Services (GVS) Quick Start User Guide



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